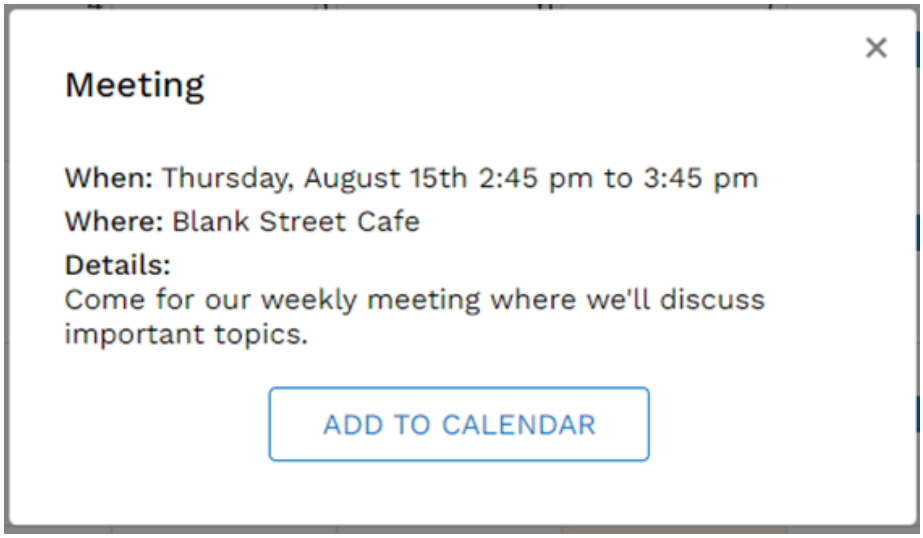
Calendar App Integrations

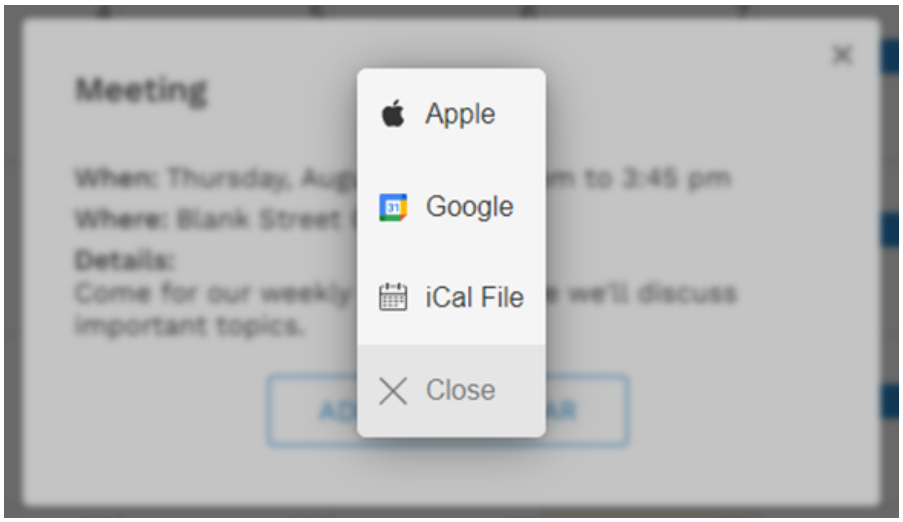
How do I add an event to my Outlook Calendar from my Event Calendar?

To integrate association group events into your Outlook Calendar from the Event Calendar, follow these steps:

1. Go to Event Calendar in the left navigation bar.
2. Click on the event you'd like to add to your Outlook Calendar.
3. Click on Add to Calendar.

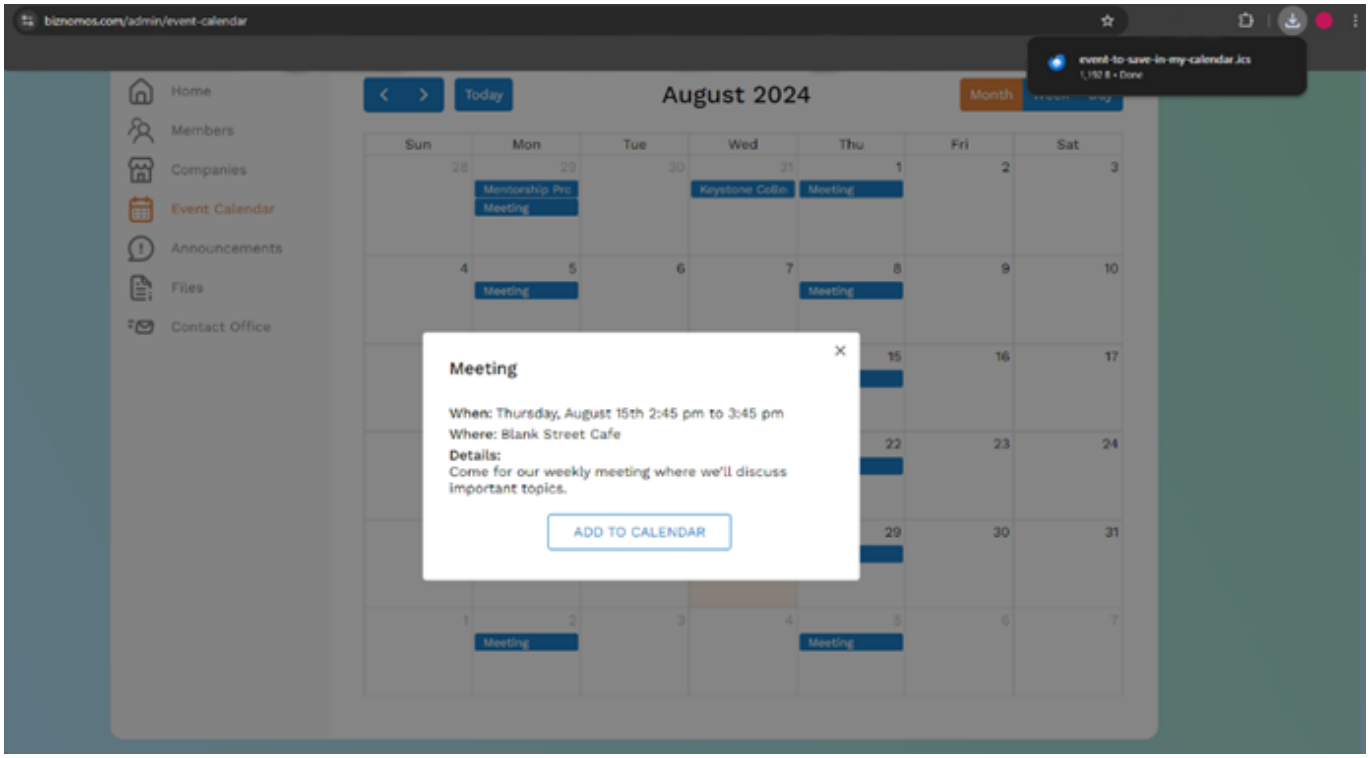


4. Select iCal File from the pop-up window, which will download the event as an iCal file.

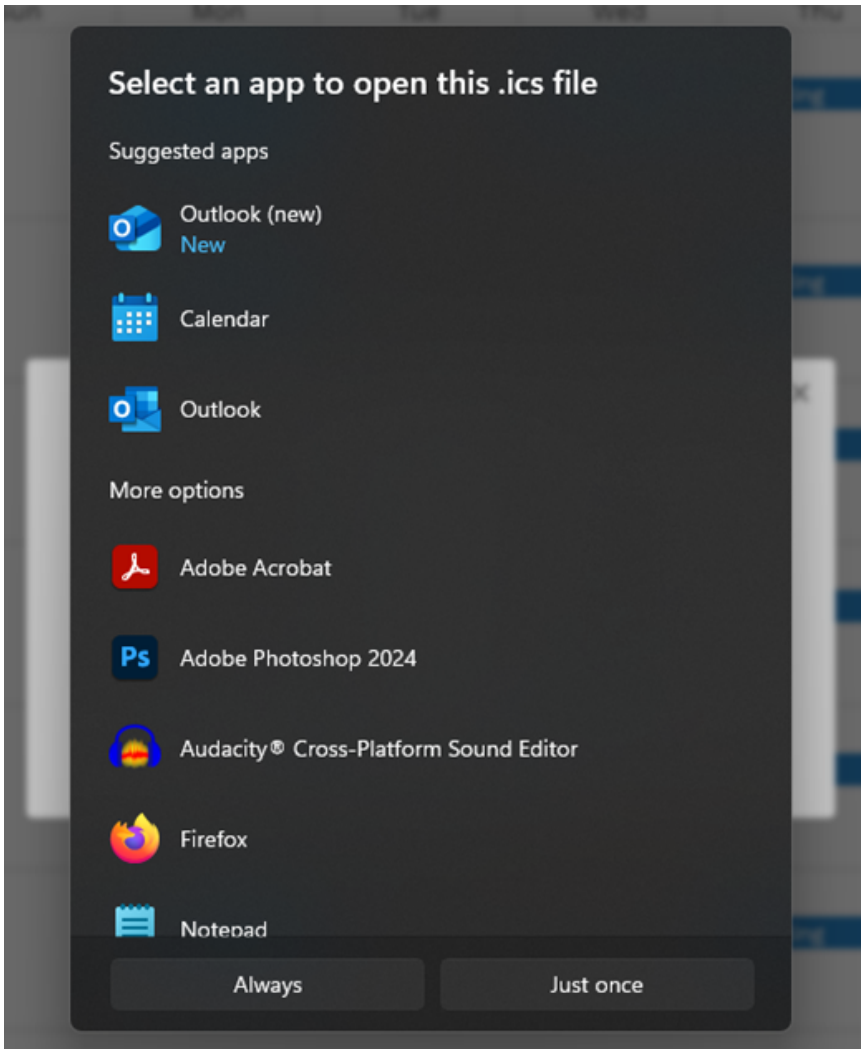


5. Click on the iCal file from your downloads.

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6. Click on the Outlook app to add the event to your Outlook Calendar.

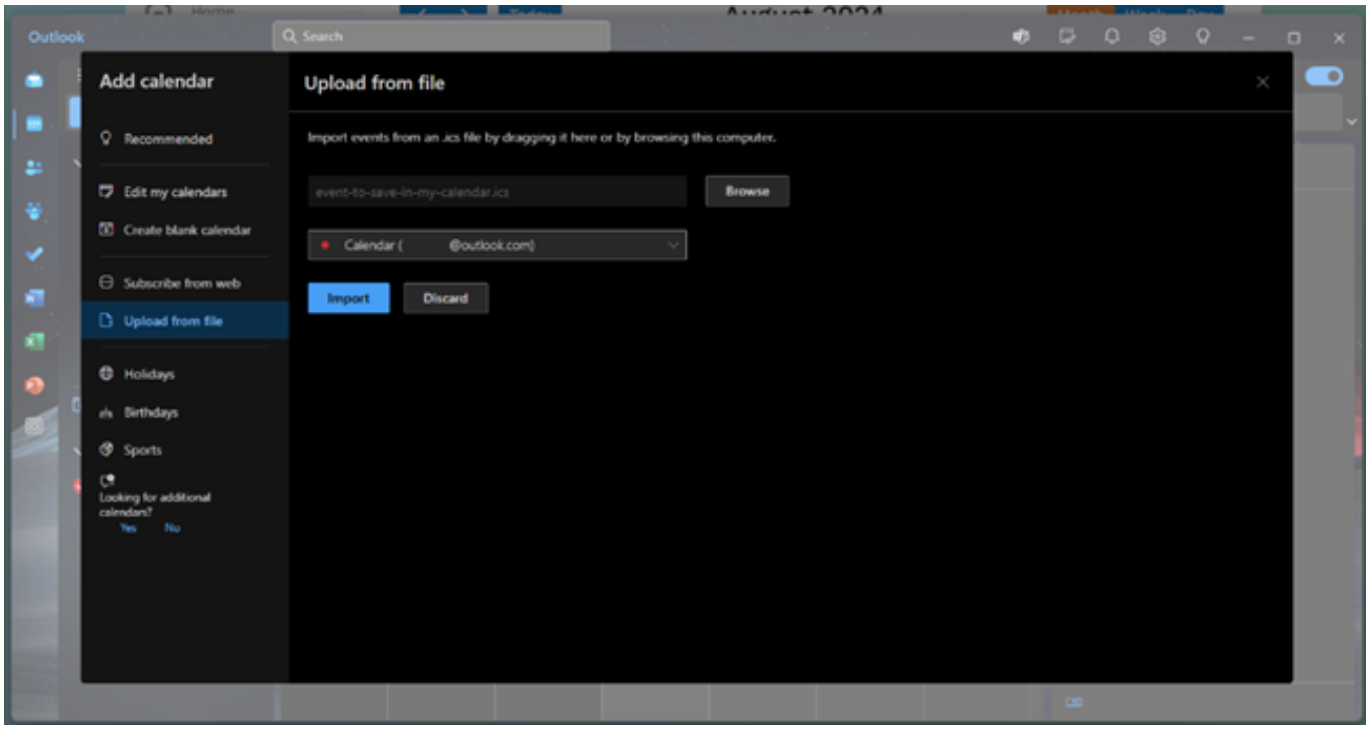


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7. Click on the calendar icon in the left navigation bar, which should open the Upload from File tab. If it doesn't, click on the Upload from File tab.

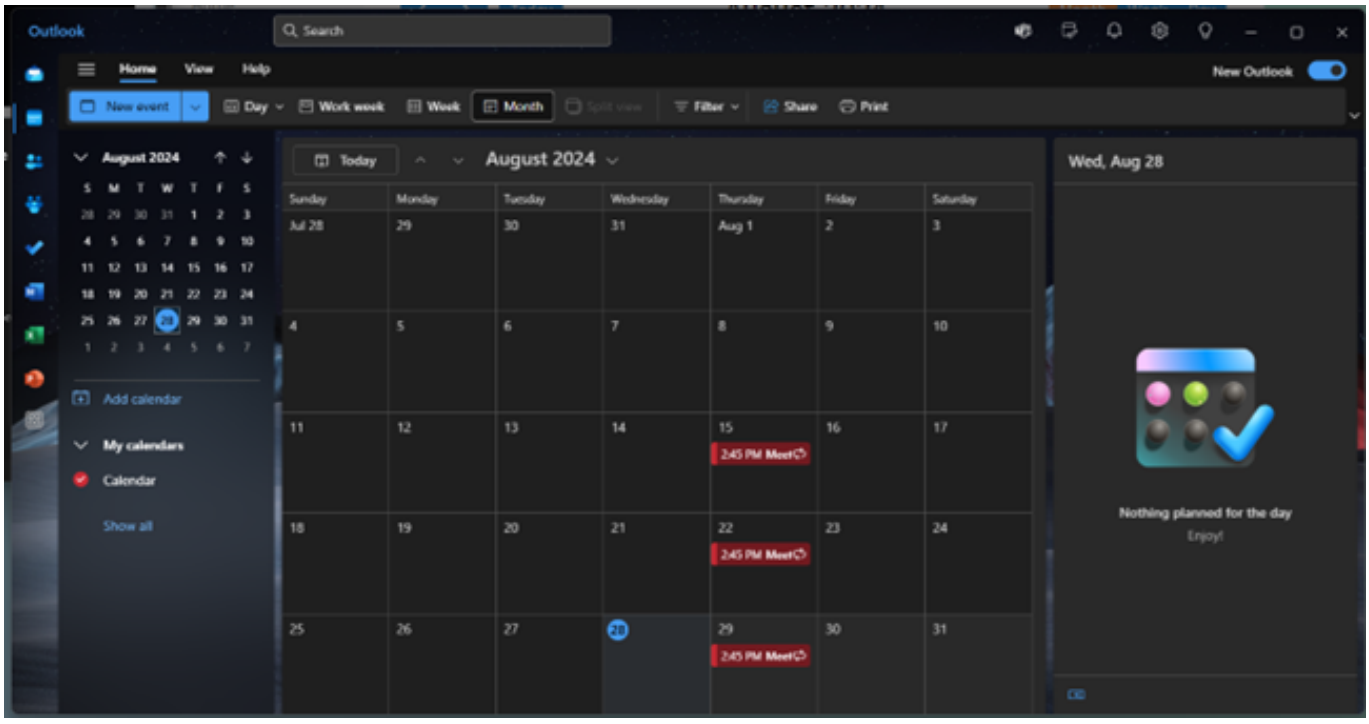
8. Select which Outlook Calendar you'd like to add the event to.

9. Click on Import – the file should already be uploaded above.



10. Close the pop-up window.

11. Then you should see the event in your Outlook Calendar.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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Author: n/a
Last update: 2024-08-29 23:09

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